



IMCOM
U.S. Army Installation
Management Command

Fort Belvoir
Leaders in Excellence



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Center



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- **What We Do:** Licensed attorneys and paralegals are available to help you with your personal civil legal issues. All of our services are free.
- **Where We Fit In :** We support IMCOM's "Soldier, Family and Civilian Readiness", and "Soldier, Family and Civilian Well-Being" lines of effort by ensuring that our Soldiers, families and deploying civilians receive comprehensive legal support, preparing them for military service, and life in the Fort Belvoir military community.
- **Who We Serve:** Active duty servicemembers, retirees and their dependents, reservists preparing for deployments, and civilians deploying with the Armed Forces.
- **How To Find Us**  Lowen Road, Building 702, Fort Belvoir, VA 220 / Telephone: (703) 805-2856 DSN: 655-2856 / FAX 05-3263 DSN: 655-3263

Map and Photos:

ANYONE PREPARING FOR A DEPLOYMENT SHOULD IMMEDIATELY CONTACT OUR OFFICE AT (703) 805-2856, AND INFORM OUR STAFF OF THEIR STATUS. OUR OFFICE WILL ENSURE THAT ALL THOSE PERSONS PREPARING FOR DEPLOYMENT WILL RECEIVE TIMELY AND COMPREHENSIVE SUPPORT.

Legal Assistance-Home



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- **Generally:** Preparation of powers of attorney and provision of notary public services are provided in our office from 0800 to 1600 on duty days. We do not close for lunch.
- **No Appointment Needed :** Simply come to our office with your documents and identification, and we will gladly provide notarizations, certified true copies, affidavits, and whatever powers of attorney you may require.
- **Please Note:** We may not make certified copies of documents that are not “originals”. Normally, this includes birth and death certificates, since the original record is retained by a state agency. In order to obtain certified copies of these records, you should contact the agency or court that issued the original record.
- **Power of Attorney Adv** 

Legal Assistance-
POA/Notary



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Legal Assistance-Case Types

- **Attorney Services:** All attorney services are provided by appointment. While we endeavor to provide comprehensive assistance in most non-criminal legal matters, we ordinarily do not go to court with clients.

- **Wills and Estate Planning:** Estate planning usually requires one appointment. Prior to your meeting with our staff, you should take time to carefully read and complete the attached PDF-fillable will worksheet. Please bring this document with you to your appointment. For substantive information on  and estate planning, please see our Library page.

Will Worksheet:

- **Family Law Matters:** Our attorneys provide comprehensive legal support to our clients in separation and divorce cases. Such representation includes the preparation of separation agreements as well as the court documents necessary to file for and obtain an uncontested divorce in Virginia. We also assist with step-parent adoptions and provide advice on matters adjudicated before the Juvenile and Domestic Relations Court.
- **Other Cases:** We also provide support in landlord-tenant matters, SCRA cases, immigration and naturalization, military administrative, and other types of cases.



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Legal Assistance- Appointments

- **Attorney Consultations:** Are provided by appointment only. You may schedule an appoint in person in our office, or by calling **(703) 805-2856** as provided below.

Phone Men



- **Anyone Preparing for Deployment:** Should immediately contact our office and inform our staff of their status. Our office will ensure that all those persons preparing for deployment will receive immediate and comprehensive support.
- **WTU Members:** Are given priority in scheduling as well. Please call our front desk and inform our staff of your status. You will be provided an immediate appointment.
- **Active Duty Soldiers:** May also schedule appointments on any day of the week. Please call our front desk and inform our staff of your status. You will be provided an immediate appointment.
- **All Other Persons:** Who desire to schedule appointments with an attorney should call our front desk, or visit our office Wednesday morning at 0800 hours to schedule an appointment for the following week.



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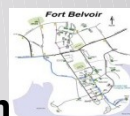
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**Legal Assistance-Tax
Center**

- **Location / Map:** The Tax Center is located at the Fort Belvoir Community Center, adjacent to Pence Gate. (703) 805-8471.



Map and Ph

- **Services Provided:** Electronic preparation and filing of state and Federal income taxes. We will prepare the following types of returns: IRS Forms 1040, 1040A, and 1040EZ / All State Returns / Combat Exclusion Pay Returns / Two (2) or Less Rental Incomes (Schedule E) / Schedule C (short form) / LLC and Sole Proprietorship Relating to Child Care / Past year returns / 1099C - Cancellation of Debt
- **What to Bring:** Military ID / Social Security cards or other proof of social security numbers / Voided check for direct deposit information / W-2s from each employer / 1099-INT, 1099-DIV, 1099-B from banks, credit unions, stocks, bonds mutual funds / Records for IRA contributions / 1098-E for student loan interest paid / 1098 for mortgage interest and PMI (Private Mortgage Insurance) / Records for taxes paid: Real estate, personal property, sales tax on new car / Records for Charitable contributions / Records for moving expenses / Any other 1099 or 1098 forms you received / Records for all other income you have received / Copy of last year's return / Copy of year end pay statement / Have all receipts organized and totaled.



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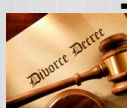
Consumer Issues



Traffic Laws



Estate Planning and Wills



Family Law / Family Care Plans



Foreclosures



Landlord / Tenant



Military Administrative Issues



Taxes

Legal Assistance-Library